

***Southwest
Region
Staff College
2008***



**STUDENT
INFORMATION
GUIDE**



Lt Col Sharon M. Lane, CAP – SWRSC 2007 Director
Southwest Region Staff College
PO Box 91735
Albuquerque, NM 87199-1735

1 January 2008

Welcome to the SWR Staff College!

You have chosen to be part of the best training Civil Air Patrol has to offer its senior member on the Region level.

The weeklong session will be intense. However, you will have fun and learn to accomplish your mission through your best efforts as a contributing participant in a cohesive group. Don't let the challenges overwhelm you. Many others have been through the college before you and all have survived. Your Seminar Advisor and the entire College staff are all resources for you. Just pitch in, participate, do your best, and allow the development process to bring out the best in you!

This Student Information Guide is designed to help answer any questions you may have about the college. Please read it carefully. Certainly, if you have further questions you may contact me using the information on page one in the guide.

Again, thank you for your application to the SWR Staff College. My staff and I will do everything possible to make it a very positive, fulfilling experience for you.

Warm Personal Regards,

A handwritten signature in cursive script that reads "Sharon M. Lane".

Sharon M. Lane, Lt Col, CAP
SWRSC 2008 Director

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WHERE TO BEGIN

CONTACTING THE DIRECTOR:

Prior to commencement of the Staff College, you may contact the Director, Lt Col Sharon M. Lane by:

U.S. Mail: Lt Col Sharon M. Lane, CAP
SWRSC 2008 Director
P. O. Box 91735
Albuquerque, NM 87199-1735

Telephone: 505-856-6855
E-mail: SWRSC07@zianet.com

APPLICATION PROCEDURES:

By the time you arrive at the College on 12 July 2008, you must have on file with the Director:

- a. CAP Form 17, *Application for Senior Member Activities* (the original or electronic copy showing approval by the Region Commander or his designee)
- b. \$30.00 Deposit
- c. CAP Form 60, *Emergency Notification/Medical Data* (Attachment A)
- d. Information Form
- e. A one-page biographical sketch, telling us about yourself, your CAP experience, your preferred learning environment (self-study, small group, lecture, etc.), and your expectations for the College. (See page 7 for more information).
- f. Your CAP Official Memorandum Style letter (see page 7, *Your First Assignment*).

All forms are available on the SWRSC webpage <http://swrsc.swr.cap.gov>

CAP FORM 60:

Attachment A to this Guide is a blank copy of CAP Form 60, *Emergency Notification/Emergency Medical Data*, which you are to complete and return to the Director prior to 6 July. If any information changes before the start of College, please bring an updated CAP Form 60 to the College and turn it in at registration.

The college does require walking short distances and 2-3 steps to facilities. **If you have any physical handicap, medical needs, or special requirements** not already specified on your CAP Form 60 or your information form, please notify the Director as soon as possible to describe the condition. All reasonable accommodation, as far as is practicable, will be made.

BE AWARE: The altitude in Albuquerque is 5,312 feet. Plan to “feel funny” for the first few days you are here. It’s normal but the altitude affects people in different ways. You WILL adjust!

If you bring medical equipment that is sensitive to altitude, you may want to consider having it recalibrated. Sun screen is always a good idea in the Southwest and especially during the summer. Plan on drinking LOTS of water!

CANCELLATION POLICY:

You must send a deposit of \$30.00 and a copy of your CAPF17 to the Director prior to acceptance. In the event you later find that you cannot attend, the following cancellation policy will apply:

- a. 100% refund if the Director receives notification of cancellation no later than 1 June 2008.
- b. 50% refund if notification is received before 15 June 2008.
- c. No refund if notification is received after 15 June 2008.

The Director may authorize other exceptions for refunds. If you are faced with medical or other emergencies, you should contact the Director as soon as the problem is known.

COST OF THE COLLEGE:

The total registration fee for the College (excluding billeting, meals and travel) is \$95.00. Your deposit will be credited against the total fee, with the balance due at College check-in. Please plan on writing a check or using cash since we have no way to accommodate credit cards. Credit cards are also accepted for some services on Kirtland Air Force Base however.

Your registration fee includes all resource materials, a social mixer, a mid-week barbecue, and the formal Dining Out. It does not include all other meals, personal incidentals, or billeting.

- We will be using the base-dining hall where three meals usually cost less than \$10 per day (cash only).
- Billeting will be in the residence halls adjacent to the Non-Commissioned Officers (NCO) Academy and will cost \$34 per night (subject to change).
- You may wish to spend a small amount (typically less than \$5.00) to embellish one or more of your seminar projects. There will also be field trips with your seminars. Fees etc. for these outside activities are not part of the college fee.

WHEN TO ARRIVE:

You should plan on arriving at the NCO Academy complex, Kirtland AFB, Albuquerque, New Mexico, no later than 1300 hours (MDT) on Saturday, 12 July 2007. If you are unable to register between 0900 and 1300 hours on that day, you should contact the Director as soon as possible to discuss possible alternative arrangements. Classes begin Saturday afternoon so it is important you arrive prior to that. All late arrivals MUST BE arranged with the Director in advance.

HOW TO GET THERE

GETTING TO THE COLLEGE:

Transportation to and from Albuquerque is your responsibility. Please complete *The Information Form*, which will show your arrival and departure information. Send it to the Director in time to be received no later than 6 July. If you will require other transportation assistance while in Albuquerque, please note it so suitable arrangements can be made.

If arriving by automobile:

From I-25: At the south end of the City, take the Gibson East (exit 222B) and continue east once you've gotten off the Interstate. Proceed up Gibson past the major intersections of University, Yale, Girard, Carlisle, and Maxwell. At the light at Truman, turn right and enter the Truman Gate of Kirtland AFB.

From I-40: Take the I-25 South exit. Go to the Gibson East exit 222B. You will see two exits for Gibson. The one you want is the second one (exit 222). There is also a Kirtland Air Force Base sign you may see. It is small. Follow directions above once you turn onto Gibson.

At the Truman gate: If you have a DOD sticker from any active military base, you will need to show your military ID or your CAP membership card and your drivers license. There will be a list of participants at the gate house.

POV without a Base sticker: Pull into the parking area, proceed into the guard station and identify yourself as a CAP member attending the Southwest Region Staff College. Present your CAP membership card, driver's license, proof of insurance card (or copy of your insurance policy), and current automobile registration. Request a KAFB visitor's pass good through 19 July 2008. (You will need to display the pass on your dashboard during your stay.) Once you have your base pass, drive to the gate, show your CAP membership card, valid drivers license and the new pass.

When approaching any KAFB gate at night, turn your car lights to "park" so that the guard can see your vehicle and its occupants. There is 100% identification after 2000 hours so all vehicle occupants should be prepared to show their identification.

From the Truman Gate: Continue straight on Truman to Randolph Avenue. At the Randolph stop light turn right and proceed west two blocks to Eileen Street. Turn right. You will pass by the NCO Academy but please do not park in the small parking lot in front of the Academy classroom building. You will see Residence Buildings 915 and 922 (2050 and 2000 Eileen St., respectively) on your immediate right. You may park on either side of Eileen Street. A sign will direct you to the registration desk of one of the two buildings for college check-in.

If arriving by commercial airline: You will notify the Director prior to 6 July of your arrival time, flight number, and carrier. Once you have arrived and collected all of your luggage, proceed outside the terminal to the passenger pick-up area and call 505-716-3290 on your cell phone. There will be a CAP van waiting in the “Cell Waiting Area” at the airport which will swing around and pick you up. It will take about three minutes for them to drive to your location. They are NOT allowed to wait in the passenger pick-up area so please be ready to go when you call.

If arriving by corporate airplane: Albuquerque’s airport is co-located with Kirtland AFB. Visiting CAP corporate aircraft will be permitted to use the Kirtland AFB Aero Club ramp and facilities; however **prior notification is required**. If you plan to fly a corporate airplane to the College and wish to park it at the Aero Club ramp, you must contact the New Mexico Wing Liaison, Mr. Fred Harsany, at least 15 days prior to your arrival and request that he make appropriate arrangements. You may contact Mr. Harsany by phone at 505-846-5420, by fax at 505-846-5418, or by e-mail at CAPLONM@Kirtland.af.mil. Please confirm on your Information Form that you have made appropriate pre-arrangements.

If you arriving by private aircraft: Please provide your ETA and your destination FBO at Albuquerque International Sunport (ABQ). Private aircraft may park at either of two FBO’s on the civilian side of the airport. Both provide one night’s free tie-down parking with a purchase of fuel (subject to change). Both charge a fee per night for all succeeding nights. These FBO's are:

Cutter Flying Service, Inc.
2502 Clark Carr Loop SE
Albuquerque, NM 87106
800-678-5382 or 505-842-4184
<http://www.cutteraviation.com>
Fuel: Phillips

Seven Bar Aviation, Inc. (formerly Executive Aviation)
2505 Clark Carr Loop SE
Albuquerque, NM 87106
800-593-4990 or 505-593-4990
E-mail: vhusbands@sbair.com
Fuel: Exxon (Avitat)

Pilots, be aware of density altitude if you are flying in and out of Albuquerque. Early morning flights are best in the summer months.

IF YOUR TRAVEL ARRANGEMENTS CHANGE, PLEASE ADVISE THE DIRECTOR IMMEDIATELY.

DRIVING PERSONAL OR CORPORATE VEHICLES:

You will be permitted to use your personal vehicle while attending the College. However, you will not be permitted to drive either a personal or corporate vehicle for a period of eight hours after drinking any alcoholic beverage. If you do so, you will be asked to leave the College immediately. If you are traveling to or from the College in a corporate vehicle or wish to use a corporate vehicle while attending the College, you must have in your possession a current CAP Form 75, *Motor Vehicle Operator Identification Card*. All corporate vehicles will be subject to rigorous safety inspections upon arrival at the College. Any found to have significant safety deficiencies will be “grounded” until appropriate repairs are made.

CHECK IN PROCEDURES:

Immediately upon arrival at the NCO Academy area, report for registration. Be prepared to present your current membership card and, if you are driving a CAP Corporate vehicle, your CAP Driver’s License. Follow the instructions of the Administration Coordinator. Additional information will be available at the registration area. You may not be allowed to register after the stated deadline if you do not have a pre-approved CAP Form 17 on file with the college (see Cancellation Policy, Page 1).

WHAT ABOUT ROOM ACCOMMODATIONS

BILLETING:

You are required to reside on base near the NCO Academy. Cost of the room will be \$34 per night (subject to change). You will be assigned a room on the student floor. The assignment will be made during registration. A reservation in your name will be in place on your arrival at the billeting office.

Rooms are single occupancy (with the exception of married couples), with two adjoining rooms sharing a common bath area. Desks, mini-refrigerators, microwave ovens, coffee maker, plastic coffee

cups, bed linens, towels, hand towels, washcloths, bath mat and clock radios are furnished in each room.

Housekeeping will make up your room daily but you will be expected to keep your room neat, clean, and presentable in accordance with the USAF NCO Academy instruction manual provided in the room. You will be expected to leave your room in a clean and orderly condition when checking out. You will not make the bed. We are guests of the Air Force and are expected to leave its facilities in the same condition as when we moved in. A gratuity, either daily or end of the week, for the Housekeepers is appropriate.

NOTE: The possibility always exists that the USAF may need to cancel our use of billeting, dining, and/or classroom facilities. If this were to happen, you will be notified as soon as possible of alternate billeting and classroom arrangements. If it becomes necessary to cancel the College, your deposit will be totally refunded. Kirtland AFB has never "bumped" a CAP activity, but it reserves the right to do so.

INTERNET ACCESS AND PHONES:

Each room has a telephone and internet access (dial-up). Local phone calls are free. Internet and long-distance calls however, are not. A wireless internet access card for your laptop will work in the dorm buildings. There is also a wireless access available at the Lodging Office and computer with a printer which is a first-come, first served basis.

COMPUTERS:

Each seminar will have access to an NCOA computer and a common printer. Seminar project work will require some word processing and document generation. Be aware any personal file saving devices can be infected by these computers. Flash drives (thumb drives) will be provided by the college for use in the NCOA computers. You may bring a portable computer and/or printer for your personal use if you wish.

EMERGENCY COMMUNICATIONS:

A 24-hour cell telephone will be maintained to handle emergency incoming calls during the College period (12-18 July). Calls of an emergency nature to the cell phone will be gladly accepted. The 24-hour cell phone number will contact the Director and is 505-716-3290. Emergency messages may be called to the New Mexico Wing Headquarters Number also, 505-268-5678, but will be answered during normal business hours, **Monday through Friday** only.

You may bring a personal cell phone but be advised the cell will be turned off during class time.

If it is necessary for you to receive mail during the college period, you may use New Mexico Wing Headquarters as a mailing address (e.g.; SW Region Staff College, c/o Headquarters, New Mexico Wing, Civil Air Patrol, P.O. Box 5069, Kirtland AFB, NM 87185-5069). Notify your Seminar Advisor of the expected mail for pick up. You should also alert the New Mexico Wing Administrator at 505-268-5678.

RADIO COMMUNICATIONS:

The College will maintain a VHF-FM radio base station during the arrival and departure periods and throughout the College. The call sign for the College will be "CAPWest 99". The base station will be monitoring on simplex on Channel CC1 (Channel 1, Zone 1) and on the Sandia (R26) repeater located immediately east of Albuquerque and the LaMosca (R03) repeater located west of Albuquerque. Since the base will be scanning these channels, you should call at intervals until making contact and identify which channel you are on when you call.

WHERE DO WE EAT

DINING FACILITIES:

An Open Mess is provided in the "Thunderbird Inn" which is located at 1351 First Street on the east side of the base. You may purchase all meals there. Since the NCO Academy complex is on the west side, transportation to and from the Mess will be provided at all meal times. Remember, meals are not included in your College tuition or billeting costs. Depending on how much you eat, it is estimated that you will spend less than \$10 per day for all three meals eaten at the Mess. Meals must be paid for with cash. (No cooking is permitted in the dorm rooms). You may wear civilian clothes into the Mess on the weekends. During the week (M-F) during crew duty hours (0800-1700 M-F) you **MUST** be in uniform to enter the Dining Hall. After 1700 you may wear civilian clothes to the Mess.

Open-toed sandals are not allowed in the dining hall at any time. Please keep that in mind when wearing civilian clothes for meals.

Hours of service at the Open Mess (subject to change) are:

WEEKEDAYS		SATURDAY AND SUNDAY	
Breakfast	0600 - 0800 hours	Brunch	0800 - 1300 hours
Lunch	1100 - 1300 hours	Supper	1700 - 1900 hours
Dinner	1600 - 1930 hours	Midnight	2200 - 2400 hours
Midnight	2200 - 2400 hours		

A snack bar, called "Simply Southwest Café", is located immediately adjacent to the dormitories in Building 923 on Biggs Avenue. It serves breakfast dishes, hamburgers, deli sandwiches, chili, a couple of Mexican dishes, a salad, soft drinks, coffee, etc. Its hours of operation are 0700 - 1400 hours, Monday through Friday only. There is also a *Subway* sandwich shop located north of the NCO Academy which is open for breakfast and lunch only. Civilian clothes may be worn in either of these places.

WHAT DO WE WEAR

UNIFORMS:

NOTE: There will not be a CAP Bookstore at the College. It is most important that you plan ahead carefully before coming to the College. Review CAP Manual 39-1 and order any uniform items you need well in advance of the date you plan to leave for Albuquerque.

FOR DAILY CLASS ROOM ACTIVITIES

You will be expected to be in uniform as prescribed in CAP Manual 39-1, *CAP Uniform Manual*. Acceptable Classroom uniforms are either the military style (USAF) blue service uniform (blue trousers/slacks or skirt and short sleeved shirt/blouse without tie) **OR** the CAP distinctive white aviation shirt in combination with gray slacks for men and either gray slacks or skirt for women **OR** the new blue slack/skirt, white aviator shirt, blue epaulets, blue nametag combination.. With the blue service uniform and the new blue CAP uniform, you will wear the regulation flight cap with CAP insignia when outdoors.

If you do not meet weight or grooming standards, you must wear the white aviator shirt and gray trouser/slacks or skirt combination or the new blue CAP uniform. No knit shirts or BDU's will be worn.

Proper wear of the uniform, including epaulets, grade insignia, aviation badges, shoulder patches, and nameplates, will be a matter of special interest throughout the college. You will be informally inspected if and when a need becomes apparent. Ribbons will not be worn at the College except during the graduation ceremony. If you can, bring several sets of uniforms since it can get quite warm in Albuquerque and time available for cleaning clothes is limited.

WHAT TO WEAR TO THE DINING OUT

Proper attire for the function is:

The Mess Dress Uniform for both women and men;

OR

- Women: cocktail or evening attire or the CAP formal blazer combination
- Men: The CAP formal blazer combination, business suit, or other formal wear. Men **MUST** wear a coat and tie.
- Class A uniforms may not be worn to the Dining Out.
- It is not necessary to have the Mess Dress Uniform but if you already have one, you are welcome to wear it. You must meet the height and weight standards to wear the Mess Dress. Descriptions and illustrations of various uniforms are included in CAPM 39-1, CAP Uniform Manual.

CASUAL CLOTHES

Casual clothes will be worn on several occasions during the college and at the end of the crew duty day. These may include shorts, sandals (not allowed in the dining room), T-shirts and sneakers. Casual clothes

must be in good taste – something your mother would approve of. You will be issued a white T-shirt with the college logo on it to wear with either shorts or slacks during the out-of-classroom activities.

LAUNDRY:

Washers and dryers are available in the dormitories. A SWRSC community supply of scent-free detergent and scent-free softener sheets will be available for your use during the college. Irons and ironing boards are available in each dormitory room. There is no charge to use the laundry facilities. They can be accessed 24-hours a day.

FIREARMS:

Firearms or any explosive devices are strictly forbidden on base. Do not bring any firearms with you. If firearms are found on your person or in your vehicle, you will be asked to leave the college and KAFB immediately.

SMOKING:

If you smoke, you may do so only in designated areas out-of-doors. There is no smoking in common areas indoors, in dormitory rooms, or in the NCO Academy building.

STORES:

A copy of a Military Support Authorization (MSA) will be issued to you upon registration. It will entitle you to limited access and purchase privileges at various base stores. These will include the mini-malls, Base Exchange (not the Commissary), and military clothing sales. Remember that CAP distinctive uniform items cannot be purchased at base facilities.

ABOUT THE COLLEGE

DURING THE CREW DUTY DAY

While we are in uniform during the crew duty day (Monday through Friday) we will address each other by our rank and last name. This is strongly encouraged to reinforce respect for one another and is good practice.

CURRICULUM:

The curriculum is designed to increase your ability to communicate effectively, to build teams or workgroups, and to solve problems encountered in daily CAP operations. You'll receive specially adapted versions of the current USAF courses on these subjects and exercises in their application. There will also be course work on the use of computers and electronic communications for CAP activities.

COURSE SCHEDULE:

You will be provided with a detailed curriculum schedule at the time of registration. In general, the College will assemble at 0750 hours each morning in the NCO Academy auditorium. After a few minutes of College business and announcements, lectures and classes will begin promptly at 0800. There will be a ten-minute break during each class hour. Lunch break normally will be from 1150 to 1300 hours. Afternoon classes and general activities will be completed at approximately 1700. Before and after dinner you will work on activities, projects and assignments as determined by your seminar.

It is imperative that you be on time to your classes and other activities.

CLASSES:

Professional military education instructors will present lectures on most topics, adapting, in the time available, their regular course material to CAP culture, demographics, and life experience. Senior CAP or CAP/USAF personnel will present CAP specific material. Small group exercises will provide an opportunity to practice most of the techniques presented in lecture.

SEMINAR PROCESS:

You will be assigned to a seminar (group). This small group of students will become a distinct unit for the duration of the college. Your assignment to a particular seminar is determined by a number of factors including your duty assignment, past CAP experience, home unit, prior training experience, and computer

expertise. Married couples attending will be assigned to different seminars and will act as independent individuals throughout the duty day and for the duration of the college.

SEMINAR ADVISORS:

Each seminar will have an advisor. The advisor is a former student or staff member of the College. The purpose of the advisor is to serve as a resource for you, individually, and the seminar as a group. He or she is not a group leader and will not make decisions for the seminar.

SPECIAL PROJECTS:

During the College, you and your fellow seminar members will be required to participate in several special projects. These will include, among other things, impromptu speaking, effective letter writing, and designing and constructing a seminar "guidon". The projects serve as vehicles for the application of the College lessons on planning, team building, and problem solving. They are the "lab" courses that go with the lectures. The results of the projects will be graded. Grades will become part of the total evaluation for awards at the end of the College.

CAP REGULATIONS:

Although it is not required, you may find it beneficial to bring with you or have access to copies of:

- CAPR 10-1, *Preparing and Processing Correspondence*
- CAPM 39-1, *Civil Air Patrol Uniform Manual*
- CAPM 39-1, *Uniform Change Summary*
- CAPR 900-2, *Use of Civil Air Patrol Name, Seal, and Emblem; Etc.*

Although it is not required to bring other publications, you may wish to have, as reference material, copies of:

- CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
- CAPR 50-17, *CAP Senior Member Training Program*
- CAPP 3, *Guide to Civil Air Patrol Protocol*
- CAPP 151, *Standards, Customs, and Courtesies*

If you don't have your own set of regulations and manuals, you can obtain copies of the needed publications by downloading them from the CAP National Headquarters web site.

YOUR FIRST ASSIGNMENT:

Your first project for the College is preparation of a CAP Official Memorandum-Style letter in accordance with CAP Regulation 10-1 (1Oct 96), *Preparing and Processing Correspondence* (1 October 1996 or later). Compose a one-page letter as though you are writing from the headquarters of your wing to another CAP unit. Write about an official action of some kind. Using the format specified in the regulation, include references to attachments, courtesy copies, and distribution. Pay special attention to format, heading, spacing, accuracy, and neatness.

This project is required for completion of the College, will be evaluated by college staff personnel, and will form part of your personal and seminar evaluations. Submit your Memorandum Style letter before 6 July to the Director via either U.S. mail as listed on Page 1 or by e-mail (SWRSC07@zianet.com) provided it is in the form of an attachment and written in Microsoft Word format.

STUDENT BIOGRAPHICAL INFORMATION:

In order to make the best seminar assignments and provide helpful information to the College, you are asked to write a 500-word biography. Include information about your CAP duties, unit, hometown, birthday, hobbies, and any other information that will help us get to know you. Please send the biography along with the other forms to the Director as instructed (see Application Process – page 1 of this guide)

THE FUN STUFF

SOCIAL MIXER:

During the evening of your arrival, Saturday, 12 July, all students and staff members will join in a social mixer from approximately 1830 to 2000 hours. The mixer is designed as a training exercise to help you become aware of appropriate social protocol and provide you an opportunity to get acquainted with your fellow students and staff members. This, like other College assignments, is a required exercise.

GRADUATION:

There will be a formal graduation ceremony for those who successfully complete the College on Friday afternoon 18 July. It is anticipated that the Southwest Region Commander will present the diplomas. We expect numerous Wing Commanders and other distinguished guests to attend this ceremony. Your personal guests are welcome to attend the graduation.

AWARDS:

Based on individual and seminar participation and project quality, several awards will be made at graduation. These include best letter writer, best speaker, best guidon, best SLS/CLC/Wing Conference presentation, outstanding student, and outstanding seminar.

DINING OUT:

One of the requirements for graduation is participation in the College's graduation dinner, or Dining Out. This is a very formal part of the College and will be held Friday evening, 18 July. At some time during the College, you will be supplied with a complete outline describing this exercise. For a list of proper attire for this function, please see the uniform section of this guide.

The cost of the banquet for you is included in your College registration fee. You may invite a guest(s) to the Dining Out. Guest tickets are available for approximately \$25-\$30 per person. You will be asked early in the week if you intend to have a guest.

MESS PRESIDENT AND MR. / MADAM VICE:

Your seminar will be asked to nominate candidates to serve as President and Vice President (known as Mr. or Madam Vice) of the Mess for the Dining Out. The President directs the activities and rules the Mess, while Mr. or Madam Vice seeks, with articulation and wit, to enforce the decorum of the Mess. Give careful consideration to your recommendation, for these nominees will play key roles in ensuring that your graduation banquet is fun, is a success, and presents the best image of the College and student body to the honored guests.

DEPARTURE

DEPARTURE FROM THE COLLEGE:

Departure is scheduled for Saturday morning, 18 July. Out-processing will begin at approximately 0800. All students and staff must sign out no later than 1100 hours.

Departure Friday night following the Dining Out, although not encouraged, will be permitted if deemed safe. If you wish to leave then, consult your seminar advisor who will handle your out-processing prior to the Dining Out.

FINAL WORD:

Don't forget to send the following documents to the Director in time to be received no later than 6 July:

1. CAP Form 60, *Emergency Notification/Emergency Medical Data*
2. *Information Form with Arrival/Departure Information*
3. Your Biographical Sketch
4. Your CAP Official Memorandum Style letter

See You in July!

PERSONAL INFORMATION			
LAST NAME	FIRST NAME	MI	CAP RANK
ADDRESS			CITY
STATE AND ZIP CODE			
CIVIL AIR PATROL UNIT INFORMATION			
UNIT CHARTER NO.	UNIT NAME	UNIT LOCATION (City and State)	
UNIT COMMANDER'S NAME		CAP RANK	TELEPHONE (Weekdays)
		AC:	NO.
ADDRESS		TELEPHONE (Nights & Weekends)	
		AC:	NO.
PERSON TO NOTIFY IN CASE OF EMERGENCY			
NAME (Mr., Mrs., etc.)	RELATIONSHIP	TELEPHONE (Weekdays)	
		AC:	NO.
ADDRESS	TELEPHONE (Nights & Weekends)	CELL PHONE	
	AC:	NO.	

CAP FORM 60, DEC 03

Previous editions will not be used after 31 Mar 04

OPR/ROUTING: LMM

EMERGENCY MEDICAL DATA

PERSONAL PHYSICIAN _____ PHONE _____

PHYSICIAN'S ADDRESS _____ CITY _____

BLOOD TYPE _____

PERTINENT MEDICAL DATA (Allergies, Diseases, Chronic Illnesses, medications, etc.) _____

CAP FORM 60, DEC 03 REVERSE

Southwest Region Staff College Information Form

CAP ID#:		Unit Charter #:		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Rank:	First Name:		MI:	Last Name:	
Mailing Address:					
City:		State:		Zip:	
Home Phone : ()			Cell Phone : ()		
Email address:					
<input type="checkbox"/> Student		<input type="checkbox"/> Staff		Staff position:	
Will you be bringing a digital camera? <input type="checkbox"/> Yes <input type="checkbox"/> No					
ARRIVAL/DEPARTURE INFORMATION POA -Privately Owned Aircraft COV -Corporate Vehicle POV -Privately Owned Vehicle GOV -Gov't Vehicle					
Departure Point (City, State):			Method of Travel:		
ETD/date:			ETA/date:		
Traveling with:					
ARRIVAL/DEPARTURE INFORMATION CAC -Commercial A/C COA -Corporate A/C					
Arrival Date:		Arrival Time:		COA-will be parking at:	
Airline:		Flight:		Date//time:	
Departure Date:		Departure Time:		COA-will be leaving from:	
Airline:		Flight:		Date//time:	
NOTE: For ALL commercial flights and ALL corporate flights, please see airport pick-up procedure in Student Guide.					
Do you require any special physical accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No				If Yes, please note on your CAPF60	
Will you have guests for the Dining Out? (Must be Military/CAP/or Dependents) <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, their name(s) :					
Other information you think we need to know:					